



Financial and Administrative Service Department
Purchasing Office
PO Box 1088, Austin, Texas, 78767

November 14, 2008

VENDOR Jessie Lee Coburn

Contact Name Jessie Lee Coburn, CSR-CVR
P. O. Box 13192
Austin, TX 78711

Dear Ms. Coburn,

The Austin City Council approved the execution of a contract with your company for court reporter services in accordance with the referenced contract.

Responsible Department:	Municipal Court
Department Contact Person:	Carl Lynch
Department Contact Email Address:	Lynch.carl@ci.austin.tx.us
Department Contact Telephone:	512-974-4888
Project Name:	Court Reporting Services
Contractor Name:	Jessie Lee Coburn
Contract Number:	NA080000243
Contract Period:	10/01/08 - 09/30/2011
Contract Amount:	\$526,000 (Not to Exceed)
Extension Options:	Three 12-month options
Requisition Number:	RQM 4600-08040900504
Solicitation Number:	MLS0019
Agenda Item Number:	72
Council Approval Date:	09/25/08

Please note that the attached clarifications to the conditions placed your firm's bid, titled IFB-BV No. MLS0019, Court Reporter Services (total seven pages) and stamped with a received date of November 6, 2008 by the City of Austin, Purchasing Office shall be requirements to the terms and conditions of solicitation No. MLS0019 and incorporated as Exhibit A to the Agreement for these services.

A copy of the contract/purchase order will be mailed to you within 10 business days.

Thank you for your interest in doing business with the City of Austin. If you have any questions regarding this contract, please contact the person referenced under Department Contact Person.

Sincerely,

Rosemary Ledesma
Supervising Senior Buyer
Purchasing Office

cc: Carl Lynch, Muni Ct